

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V -
Harvesting

SALARY GROUP: A19

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 04/26/2016

POSITION #: 023209

I. JOB SUMMARY

Performs highly advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the work of staff and offenders performing maintenance and repair of harvesting and heavy equipment; and coordinates work assignments with other supervisors to ensure efficient use of resources.
- B. Oversees and schedules preventive maintenance programs; inspects equipment for needed maintenance and repairs; schedules and inspects completed work and maintenance projects; and assists in the analysis of current and future repair needs and expansion.
- C. Oversees the preparation of and reviews and approves estimates of work hours, materials, and resources required for maintenance and repair projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- D. Provides training and technical assistance in the maintenance and repair of harvesting and heavy equipment to include training equipment operators; assigns potential operators to the training program; and ensures compliance with applicable safety rules, regulations, and standards.
- E. Plans, assigns, and supervises the work of employees and offenders.
- F. Assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture Systems Management, Agriculture Mechanization, Industrial Technology, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning agriculture or mechanical experience.
3. Correctional custody or law enforcement experience preferred.
4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of the operation, maintenance, and repair of agriculture harvesting and heavy equipment mechanical systems regarding hydraulics, electronics, and major and minor engine and transmission components to include combines, cotton pickers, and forage harvesters.
2. Knowledge of inventory methods, procedures, and record keeping.
3. Knowledge of safety procedures and applications to include management of hazardous materials.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to organize preventive maintenance programs.
12. Skill in the use of parts books and shop manuals.
13. Skill in metallurgy and welding techniques to include mig, stick, and oxy-acetylene for the repair and fabrication of equipment.
14. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, humidity, dampness, chill, dry atmosphere, excessive or intermittent noise, constant noise, fumes, smoke, gases, dust, grease and oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, harvesting machinery and related tools and equipment, telephone, dolly, and automobile.